

Dryden Policy Directive

Effective Date: May 1, 1999

Expiration Date: May 1, 2004

RESPONSIBLE OFFICE: E/Office of Equal Opportunity**SUBJECT:** Equal Opportunity Programs, Affirmative Action Programs,
and Multicultural Programs Organization**1. POLICY**

The Dryden Equal Opportunity Programs Organization is a combination of management and administrative functions under the Center Director. These functions include Equal Opportunity Programs, Affirmative Employment Action Programs and Minority University Programs which work together to ensure that Dryden Flight Research Center promotes and implements equal employment opportunity activities and initiatives in recruitment, employment, development and advancement of Dryden Flight Research Center employees.

2. AUTHORITY

Civil Rights Acts of 1866 and 1871
Title VII of the Civil Rights Act of 1964, as amended
Equal Employment Opportunity Act of 1972 (Section 717)
Civil Service Reform Act of 1978
Executive Order 11246
Executive Order 11478
Executive Order 12677
Equal Pay Act of 1963
Age Discrimination in Employment Act of 1967
Rehabilitation Act of 1973
Vietnam Era Veterans Readjustment Assistance Act of 1974
Americans with Disabilities Act of 1990
Civil Rights Act of 1991
E.O., 12677

3. RELATED DPD

See DPD 3713.2, Equal Employment Opportunity Complaints/Appeals by Dryden Employees.

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<http://www.dfrc.nasa.gov/DMS/dms.html>
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4. EQUAL OPPORTUNITY PROGRAMS OFFICE

It is the objective of Dryden Flight Research Center to develop and nurture a multicultural work environment that empowers and motivates each employee to attain maximum productivity and self-actualization. The Dryden Equal Opportunity Programs Office (EOPO) serves management by providing advise, counseling, training, outreach activities, and cultural awareness programs to ensure that Dryden Flight Research Center is a workplace that is free from race, color, religion, national origin, age, sex, and disability discrimination. EOPO activities and programs are designed to increase the social consciousness, awareness and commitment of the Dryden community towards eliminating disparate treatment in the workplace on the basis of race, sex or cultural differences; and to increase employment opportunities for minorities and women, including special emphasis initiatives to increase the numbers of women and underrepresented minorities in science and engineering positions; and to increase promotion opportunities for women and minorities to upper level management positions that assure their participation in decision-making process.

5. EQUAL OPPORTUNITY PROGRAMS ORGANIZATION

The EOPO implementation goals and objectives are described in the Dryden Flight Research Center Multi-year Affirmative Employment Plan (AEP). Dryden EOPO has functional and ombudsman responsibility for Equal Opportunity Programs Organization activities, which are implemented through the following:

A. Dryden Equal Opportunity (EO) Council:

The Dryden EO Council is comprised of Deputy Directors and chairs from each of the advisory group who serve as advisors and make recommendations to the Center Director and the EO Officer on matters of policy, procedures and budgets that implement EO initiatives and Advisory Groups Strategic Plan.

B. Dryden Affirmative Employment Program:

The Dryden Affirmative Employment Plan Program is defined in the Dryden Flight Research Center Multi-year Affirmative Employment Plan, which implements federal Affirmative Action employment initiatives. The program emphasizes training in EEO law and the prevention of sexual harassment.

C. Discrimination Complaints Program:

The NASA Discrimination Complaints Program is defined in DPD 3713.2, Equal Employment Opportunity Complaints/Appeals Procedure.

D. EEO Counselors Program:

The EEO Counselors Program establishes an informal process to resolve EO complaint allegations. EEO Counselors are selected by the Center Director, on the advice of the EO Officer.

E. Employee Advisory Groups:

Employee Advisory Groups assist management in implementing the AEP Program. Advisory Groups are comprised of certain ethnic groups, women and disabled employees who have special needs and considerations that are specifically addressed in the AEP Program.

F. Special Emphasis Programs:

The Equal Opportunity Programs Offices implements innovative special emphasis initiatives and activities to manage critical impact areas of the AEP Program, such as the under representation of certain minority groups, women, and persons with disabilities in hiring, promotions and career development. These programs are described as follows:

* University and Outreach Programs at Historically Black Colleges and Universities (HBCU) and Other Minority Universities (OMU), are designed to address these groups' under representation and lack of access to research grant opportunities, and professional employment pipelines in NASA. These initiatives are established under E.O. 12677.

* Disabled Veterans (DAV) Programs implement employment programs for disabled veterans under the Veterans Readjustment Assistance Act.

* The Federal Women's Program focuses on employment and career advancement for women in the Federal sector, and addresses the under representation of women in higher grade levels in certain job categories, and other employment concerns that affect women including sexual harassment. The FWP was established under Executive Order 11478.

* The Hispanic Employment Program (HEP) was established under Executive Order 11478 to help eliminate systemic barriers which limit employment opportunities for Hispanics, and to recommend corrective actions to management.

* The Equal Opportunity Management and Evaluation Program involves cooperative efforts of management through EO staff participation in classifications actions, promotion board actions, personnel rating panels, recruitment, selection and separation actions.

* The EOPO coordinates several special emphasis Student Intern and Summer Work Programs that provide educational and career enrichment opportunities for minority and women college and high school students through summer work assignments at Dryden under the direct supervision of experienced mentors, these programs include, but are not limited to: the Spelman College WISE (Women In Science and Engineering) Program; the Morehouse College Scholars Program; the SHARP (Summer Hire Apprentice Research Program) for Antelope Valley high school students; the National Physical Science Consortium summer intern program; and the GEM (Graduate Engineering Degrees for Minorities Program).

G. Multicultural Planning and Design:

The multicultural philosophy acknowledges, appreciates and promotes the use of cultural differences. Innovative and interactive initiatives are used to help foster understanding and cultural cooperation to prevent discrimination in the workplace, and resolve problems. The Multicultural Education Process (MCEP) is a program designed to train Dryden employees in the concepts and benefits of a multicultural organization, as well as to enhance employees' development, performance, and productivity.

H. Pre-award Clearance Procedures:

The Federal Acquisitions Regulation (FAR) and NASA FAR Supplement set forth pre-award EO procedures for ensuring NASA Dryden contractors compliance with Executive Order 11246, Part II and IV. EOPO processes pre-award clearance requests to the Office of Federal Contract Compliance on contracts and subcontracts of \$1 million or more.

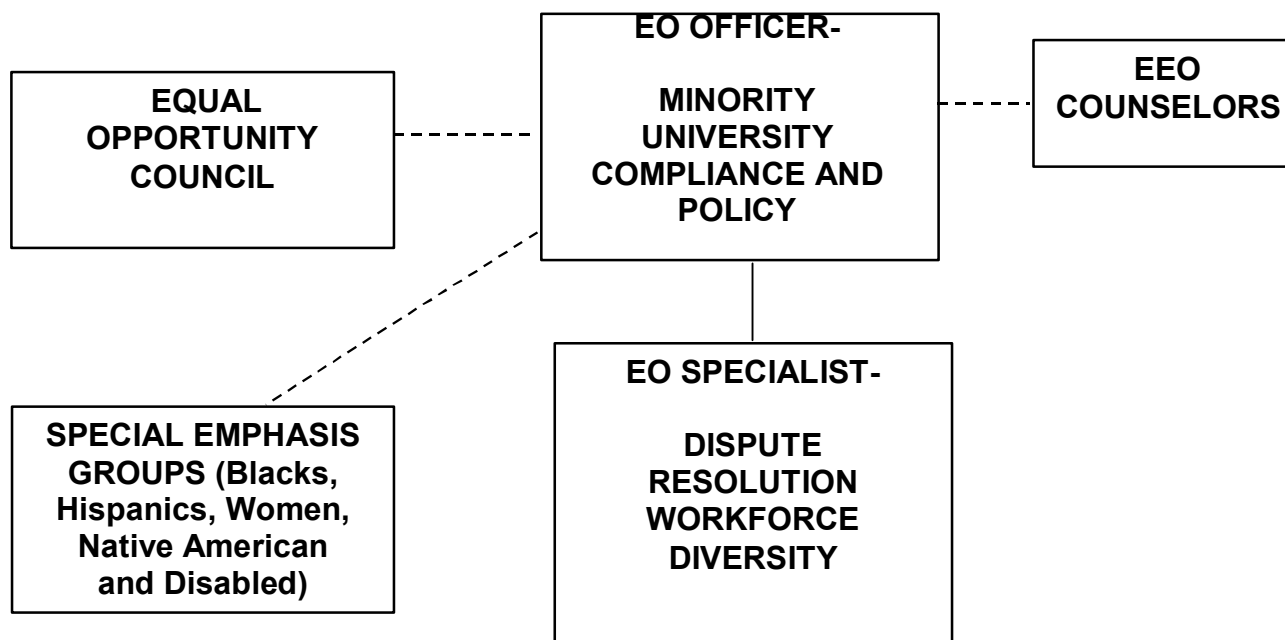
The attached Organization Chart depicts the Equal Opportunity Program Organizational structure.

Kevin L. Petersen
Director

Attachment

**EQUAL OPPORTUNITY PROGRAMS OFFICE
DRYDEN FLIGHT RESEARCH CENTER EOP Office
Organizational Chart-April 1999**

- The dashed lines in the organization chart indicate a matrixed position. Membership in any of the Advisory Groups is voluntary. The EEO Counselors are selected by the Center Director, upon advice by the Chief, Equal Opportunity Programs Office.



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